



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

Canc frp: Jun 2021

OPNAVNOTE 1700.2101
Ser DNS/21U101008
25 Feb 2021

OPNAV NOTICE 1700

From: Chief of Naval Operations

Subj: FISCAL YEAR 2021 NAVY SHORE SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10P

1. Purpose. To implement the Navy Shore Sailor of the Year (SOY) Program and provide eligibility criteria and organizational responsibilities.
2. Background. Reference (a) provides details of the Navy SOY programs. The program outlined in this notice is to recognize all nominees and select the best and fully qualified Sailor assigned to a shore activity detailed in reference (a) for meritorious promotion to chief petty officer.
3. Responsibility. Per reference (a), the Office of the Chief of Naval Operations (OPNAV) Command Master Chief (CMC) will establish a board to interview and select the Navy Shore SOY from the nominations received. The final round candidates will compete virtually from 10 to 12 May 2021.
4. Action.
 - a. Commands must submit their nomination package via encrypted e-mail to the OPNAV CMC at: CNO PTGN.OPNAV_CMC@NAVY.MIL. Nomination packages must be received no later than 21 April 2021. If a package cannot be sent electronically or there are questions concerning nomination packages, contact the OPNAV CMC at (703) 614-2262, DSN: 224-2262 or at the e-mail provided. Each SOY nomination package will follow the format specified in enclosure (1) of reference (a) and include the command cover sheet in enclosure (2) of reference (a). The candidates selected for the final round of competition will be notified no later than 30 April 2021.
 - b. The shore SOY board will convene Monday, 10 May 2021 and adjourn on Wednesday, 12 April 2021. The OPNAV CMC will chair the board, which will consist of a panel of CMCs and senior enlisted leaders from among the fleet.

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c. The prescribed uniform for the SOY nominees during the board will be Service Dress Blue.

5. Records Management.

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy, Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, whichever occurs first. The organization action will remain effective until changed by Director, Navy Staff.



ANDREW S. HAEUPTLE
Director, Navy Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.asp>.